

Program Data Sheet

Name of Event: “This one’s for Breck” – Basket Class			Pilot Program
			Revised program
		x	Repeat Program
Date: 4 November 2004	Day of Week: Thursday	Time: 1800-2200	
Location: Frame & Craft	Information Phone #: 788-2729	Price: \$38	
Program Coordinator: Arlene P. Wallace			
Phone #: 788-2728	Fax #: 788-3786	e-mail Address: wallacea@Monroe.army.mil	
Purpose of the Event: To promote the art of basket weaving			
Indicator/Measure of Success: satisfied customers			
After Action Report (AAR) Comments from Prior Event(s): none			

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
Casemate/ ezine	Publicity				
In house	Equipment				
In house	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
In house	Set-up / Clean-up				
	Other				

After Action Report

Financial Analysis		
Sales:	\$494	Labor is 4 hours for manager to teach class and 1 hour naf labor to cut up spokes. Cog is the actual cost of supplies
COGS:	\$126	
Other Revenues:	\$100	
Labor:	\$87	
Other Expenses:		
NIBD:	\$382	

Program Analysis	
Attendance: 13	
Indicator/Measure of Success: Students keep coming back	
Elements to Change:	
none	
Elements to Eliminate:	
Elements to Add:	
Other Comments: Next class is Dec 2 for our Christmas basket with 10 students signed up. The class will fill before then.	